

Safeguarding Policy

Trust Works Facilities Management

Effective Date: 17.06.2025

Review Date: 17.06.2026

1. Policy Statement

Trust Works Facilities Management is committed to safeguarding and promoting the welfare of all individuals, especially vulnerable adults and children who may come into contact with our employees, contractors, or services. We have a zero-tolerance approach to abuse, exploitation, and neglect.

2. Purpose and Scope

This policy aims to:

- Outline our responsibilities to safeguard children and vulnerable adults.
- Provide clear guidance to staff and partners.
- Promote safe working practices.

This policy applies to all staff, contractors, agency workers, and anyone working on behalf of Trust Works Facilities Management.

3. Legal Framework

Our safeguarding policy aligns with:

- Children Act 1989 and 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (if applicable)
- Local Safeguarding Children and Adults Boards' guidance

4. Definitions

Safeguarding: Protecting a person's right to live in safety, free from abuse and neglect.

Abuse can include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Financial or material abuse
- Neglect and acts of omission
- Discriminatory abuse

Vulnerable adult: A person aged 18 or over who may be unable to protect themselves from harm due to age, disability, illness, or mental capacity.

5. Roles and Responsibilities

Management:

- Appoint a Designated Safeguarding Lead (DSL).
- Ensure staff are trained and aware of safeguarding responsibilities.
- Provide ongoing support and policy reviews.

Employees and Contractors:

- Must report concerns immediately.
- Must not engage in behaviour that puts anyone at risk.
- Follow procedures and attend training as required.

6. Reporting Concerns

All staff must report any concerns immediately to the Designated Safeguarding Lead (DSL). If the DSL is not available, concerns must be reported to a senior manager or the local authority safeguarding team.

In an emergency, dial 999.

7. Confidentiality and Data Protection

All safeguarding concerns must be treated in confidence and in line with GDPR and the Data Protection Act 2018. Information will only be shared on a need-to-know basis.

8. Safer Recruitment

Trust Works Facilities Management is committed to ensuring all new staff and contractors undergo appropriate checks, including:

- References
- Right to work in the UK
- Enhanced DBS checks (where applicable)

9. Training and Awareness

All employees will receive safeguarding training appropriate to their role and responsibilities, with regular refresher sessions.

10. Review and Monitoring

This policy will be reviewed annually and updated in line with changes to legislation or best practice. Feedback from staff and safeguarding partners will be used to improve the policy.

11. Signed & Approved

Signed: H.Allen

Name: Hadyn Allen , Director

Date: 17.06.2025